

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET
SACRAMENTO, CA 95814-4037
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**ADP BULLETIN**

Title Requirement for Reporting Primary Prevention Expenditures		Issue Date: March 17, 2009 Expiration Date:	Issue No. 09 - 02
Deputy Director Approval dave neilsen Deputy Director Program Services Division	Function: <input type="checkbox"/> Information Management <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Service Delivery <input checked="" type="checkbox"/> Fiscal <input type="checkbox"/> Administration <input type="checkbox"/> Other	Supersedes Bulletin/ADP Letter No. DDP 92-35	

PURPOSE

Rescind the primary prevention fiscal reporting requirements identified in the Department of Alcohol and Drug Programs (ADP) Letter DDP 92-35 dated November 16, 1992. The Substance Abuse Prevention and Treatment (SAPT) Block Grant annual application requires that data be reported reflecting the SAPT dollars expended for each primary prevention strategy. As a result, ADP requires that primary prevention funding be present in the Negotiated Net Amount (NNA) Contract fiscal service codes for which data has been reported in CalOMS Prevention (Pv). This requirement pertains to prevention specific mid-year budgets (ADP Bulletin 08-12) and cost reports, effective immediately.

BACKGROUND

DDP 92-35 was released in November 1992 before ADP had a data collection application for prevention services and prior to the introduction of the Center for Substance Abuse Prevention's (CSAP) six prevention strategies. This letter references Form 7235 which was replaced by the Prevention Activities Data System (PADS) in 1998; and, most recently by CalOMS Pv in 2006. The guidelines for reporting prevention services have advanced, as have the data collection applications which house the primary prevention service data. Therefore, the manner in which the primary prevention dollars are reported in prevention specific mid-year budgets and cost reports must also progress in order for ADP to meet current federal reporting requirements.

DISCUSSION

Each primary prevention NNA fiscal service code correlates with one of the six CSAP primary prevention strategies in CalOMS Pv. The service/activity data submitted into CalOMS Pv directly links to the prevention strategies. Therefore, dollars must be



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For energy saving tips, visit the Flex Your Power website at
<http://www.flexyourpower.ca.gov>

distributed to the NNA fiscal service codes/CSAP prevention strategies associated with the actual services/activities conducted and reported in CalOMS Pv.

ADP must submit an annual application for the SAPT Block Grant in order to continue receiving the federal funding. There are three required forms within the SAPT application that depend on accurate prevention budget information. In order for ADP to report accurate budget information, it is essential that each county distribute their NNA primary prevention dollars into the fiscal service codes that align with the prevention strategies utilized, as reported in CalOMS Pv.

Note: It is imperative that counties/providers report accurate CalOMS Pv data that reflects the full spectrum of the prevention strategies being utilized. Counties/providers should not cease reporting service/activity data for utilized prevention strategies because dollars have yet to be distributed to the prevention strategy/fiscal service code. This will result in under reporting and provide an inaccurate reflection of all of the services being delivered and the prevention strategies being used with the ADP NNA prevention dollars. Use the CalOMS Pv standard reports to assist in distributing funding to the appropriate NNA fiscal service codes.

REFERENCES

Negotiated Net Amount Contract – FY 2008-09
Substance Abuse Prevention and Treatment Block Grant Application
ADP Bulletin 08-12 – NNA/Drug Medi-Cal Detailed Budgets

QUESTIONS/MAINTENANCE

Questions regarding this bulletin should be directed to Paul Brower at 916-323-6419 or pbrower@adp.ca.gov. An additional copy of this document may be requested through ADP's Resource Center at (800) 879-2772. This bulletin is also available on ADP's Web page at www.adp.ca.gov.

EXHIBITS

Exhibit 1 – Primary Prevention Fiscal Service Codes
Exhibit 2 – ADP Letter DDP 92-35

DISTRIBUTION

County Alcohol and Drug Program Administrators
County CalOMS Prevention Primary and Secondary Contacts
Strategic Local Government Services, LLC
Director's Advisory Council

Exhibit 1 - Primary Prevention Fiscal Service Codes

Fiscal Service Code	Corresponding CSAP Primary Prevention Strategy
Service Code 11	Other: The federally defined six primary prevention strategies, codes 12 through 17, have been designed to encompass nearly all of the prevention activities. However, in the unusual case an activity does not fit one of the six strategies, it may be classified in the "Other" category. A justification must be submitted if allocating any dollars to this service code. (Federal Definition and ADP Letter #96-47 dated September 19, 1996)
Service Code 12	Information Dissemination: This strategy provides awareness and knowledge of the nature and extent of alcohol, tobacco, and drug use, abuse and addiction and their effects on individuals, families and communities. It also provides knowledge and awareness of available prevention programs and services. Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following: a) Clearing house/information resource center(s); b) Resource directories; c) Media campaigns; d) brochures/pamphlets; e) Public service announcements; f) Conferences/heath fairs/promotions; and h) information lines, etc.
Service Code 13	Education: This strategy involves two-way communication and is distinguished from the Information Dissemination strategy by the fact that interaction between the educator/facilitator and the participants is the basis of its activities. Activities under this strategy aim to affect critical life and social skills, including decision-making, refusal skills, critical analysis (e.g., of media messages) and systematic judgment abilities. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following: a) Classroom and/or small group sessions (all ages); b) Parenting and family management classes; c) education programs for youth groups; and e) Children of substance abusers groups.
Service Code 14	Alternative: This strategy provides for the participation of target populations in activities that exclude alcohol, tobacco, and other drug use. The assumption is that constructive and healthy activities offset the attraction to, or otherwise meet the needs usually filled by, alcohol, tobacco, and other drugs and would, therefore, minimize or obviate resorting to the latter. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following: a) Drug free dances and parties; b) Youth/adult leadership activities; c) Community drop-in centers; and d) Community service activities.
Service Code 15	Problem ID and Referral: This strategy aims at identification of those who have indulged in illegal/age-inappropriate use of alcohol or tobacco and those individuals who have indulged in the first use of illicit drugs in order to assess if their behavioral can be reversed through education. It should be noted, however, that this strategy does not include any activity designed to determine if a person is in need of treatment. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following: a) Prevention assessment and referral services; b) Student assistance programs; and c) Employee assistance programs.
Service Code 16	Community-Based Process: This strategy aims to enhance the ability of the community to more effectively provide prevention services for alcohol, tobacco, and drug use. Activities in this strategy include organizing, planning, enhancing efficiency and effectiveness of services implementation, inter-agency collaboration, coalition building and networking. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following: 1) Multi-agency coordination and collaboration; b) Assessing community needs/assets; c) Accessing/monitoring services and funding; d) Community/volunteer service or training; and e) Systematic planning.
Service Code 17	Environmental: This strategy establishes or changes written and unwritten community standards, codes and attitudes, thereby influencing incidence and prevalence of the abuse of alcohol, tobacco, and other drugs used in the general population. This strategy can be divided into two subcategories to permit distinction between activities which center on legal and regulatory initiatives and those which relate to the service and action-oriented initiatives. Examples of activities conducted and methods used for this strategy shall include (but not be limited to) the following: a) Creation/passage of local policy, regulation, legislation or ordinances; b) Compliance with existing laws and policies; c) Consultation and technical assistance to support the development and implementation of local enforcement procedures; d) Activities to improve health and increase social and economic well being in conjunction with alcohol/drug prevention initiatives.

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET

SACRAMENTO, CA 95814-4037

TELEPHONE (916) 445-1942

(916) 322-3873



November 16, 1992

TO: County Alcohol Program Administrators
County Drug Program Administrators

DDP #92-35

SUBJECT: ADDITIONAL GUIDANCE ON COMPLETING PREVENTION
PORTION OF COUNTY PLANS

At a Prevention Committee meeting in Sacramento on October 21, 1992, questions were raised regarding forms ADP 7225C, ADP 7228C, and ADP 7235 (copies enclosed for reference). The concern of the committee was that ADP staff or auditors would link and compare the data on the ADP 7235 to the financial information on ADP's budget forms, ADP 7228C and 7235C and question why the financial information does not exactly coincide with the data. This letter is to assure counties that the ADP 7235 form is designed to approximate the descriptive prevention information which we anticipate the Center of Substance Abuse Treatment will be requiring of us when it releases its guidelines. Because the ADP 7235 form has been developed prior to the release of these guidelines we anticipate no federal audit problems.

Please complete the form as instructed in the County Guidelines. Counties should use the service code on the budget forms which represents the major part of the expenditures of that provider. If the provider is a large one and performs more than one service and the county can determine the amount of expenditures expected to be made in each service, then the county may enter the provider on the budget forms once for each service it performs, and enter below the estimated dollar amounts for each service.

If you have any questions please contact the analyst assigned to your county.

Sincerely,

SHERRY ELLIS CONRAD

Deputy Director

Office for Treatment and Recovery

Enclosures - 3

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
ALCOHOL PROGRAM BUDGET DETAIL
PREVENTION SERVICES**

☐ OF SUBMISSION:
☐ Original
☐ Amended

**FISCAL YEAR 1992/93
REORGANIZATION ACT TRANSITION**

COUNTY NAME: _____
COUNTY CODE: _____
SUBMISSION DATE: _____

		A	B	C	D	E	F	
01	PROVIDER NAME						PAGE TOTALS	01
05	PROVIDER CODE							05
10	SERVICE CODE (PREVENTION STRATEGY)							10
60	TOTAL BUDGETED							60

FUNDING SOURCES

72	Other Revenues							72
73	Excess Fees							73
74a	SABG--Discretionary Fed Cat # 93.992							74a
74b	FBG--Women's Set-Aside Fed Cat # 93.992							74b
74d	FBG--Homeless Project Fed Cat #93.992							74d
74f	Special Projects							74f
74g	DFSC-Friday Night Live Fed Cat # 84.186							74g
74h	DFSC-Club Live Fed Cat # 84.186							74h
74i	OTS/DFSC Match-Club Live Fed Cat # 84.186							74i
74j	DFSC-High Risk Yth. S/A Fed Cat # 84.186							74j
75a	State General Funds							75a
76a	Participant Fees							76a
76b	Insurance							76b
77a	Required County Match **NOTE							77a
77b	County Funds - Other							77b
78a	PC 1463.16 - Statham							78a
78b	PC 1463.25 - SB 920							78b
80	TOTAL BUDGETED BY SERVICE CATEGORY							80
82	Volunteer Services							82

****NOTE:** Statham funds being used for match must appear on the Statham line 78a. DO NOT REPORT STATHAM AS MATCH ON LINE 77a.

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
DRUG PROGRAM BUDGET DETAIL
PREVENTION SERVICES**

**FISCAL YEAR 1992/93
REORGANIZATION ACT TRANSITION**

OF SUBMISSION:

☐ Original
☐ Amended

COUNTY NAME: _____

COUNTY CODE: _____

SUBMISSION DATE: _____

		A	B	C	D	E	F	
01	PROVIDER NAME						PAGE TOTALS	01
05	PROVIDER CODE							05
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60	TOTAL BUDGETED							60

FUNDING SOURCES

72	Other Revenues							72
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74b	FBG--Women's Set-Aside Fed Cat # 93.992							74b
74d	FBG--Homeless Project Fed Cat # 93.992							74d
74f	Special Projects							74f
74h	DFSC-School Based Prev. Fed Cat # 84.186							74h
74i	DFSC-Drug Free Housing Fed Cat # 84.186							74i
74ia	DFSC-High Risk Yth. S/A Fed Cat # 84.186							74ia
74j	Aids/HIV Counselor Fed Cat # 93.118							74j
75a	State General Funds							75a
75b	SCPPP School-Community Primary Prevention							75b
76a	Participant Fees							76a
76b	Insurance							76b
77a	Required County Match							77a
77b	County Funds - Other							77b
78	HS 11372.7 - SB 921							78
80	TOTAL BUDGETED BY SERVICE CATEGORY							80
82	Volunteer Services							82

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
PROGRAM DESCRIPTION
PREVENTION STRATEGY REPORT
 FY 1992-93

Provider Type
☐ Alcohol
☐ Drug
☐ Combined

Submission Type
☐ Original
☐ Amended

1. COUNTY NAME:			2. PROVIDER'S NAME:			3. PROVIDER'S CODE:	
4. CONTACT PERSON'S NAME:				5. PHONE NUMBER: () - ext #			
6. MAILING ADDRESS				7. FACILITY ADDRESS <input type="checkbox"/> Confidential			
8. <input type="checkbox"/> IN COUNTY CONTRACT PROVIDER <input type="checkbox"/> COUNTY OPERATED <input type="checkbox"/> OUT OF COUNTY CONTRACT						9. <input type="checkbox"/> NONPROFIT <input type="checkbox"/> PROFIT	
10. STRATEGY	11. ENVIRONMENT	12. TARGET POPULATION TYPE	13. AGE	14. RACE/ ETHNICITY	15. SEX	16. NUMBER SERVED	17. SETTING (Check One)
PROGRAM NAME:							
INFORMATION/EDUCATION							<input type="checkbox"/> SCHOOL BASED <input type="checkbox"/> COMMUNITY BASED <input type="checkbox"/> BOTH
EARLY INTERVENTION							
ALTERNATIVES							
COMMUNITY/PROFESSIONAL MOBILIZATION							
SOCIAL POLICY /ENVIRONMENTAL CHANGE							
PROGRAM NAME:							
INFORMATION/EDUCATION							<input type="checkbox"/> SCHOOL BASED <input type="checkbox"/> COMMUNITY BASED <input type="checkbox"/> BOTH
EARLY INTERVENTION							
ALTERNATIVES							
COMMUNITY/PROFESSIONAL MOBILIZATION							
SOCIAL POLICY /ENVIRONMENTAL CHANGE							
PROGRAM NAME:							
INFORMATION/EDUCATION							<input type="checkbox"/> SCHOOL BASED <input type="checkbox"/> COMMUNITY BASED <input type="checkbox"/> BOTH
EARLY INTERVENTION							
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